

**POSITION:** WATCHPERSON  
**LEVEL:** GRADE 1 \$12.36hr (includes 7% night differential)  
**DEPARTMENT:** ZOO

**FUNCTION:** Provides security to eliminate thefts or vandalism of vehicles and property, and performs janitorial duties.

**SUPERVISION RECEIVED:** Works under the general supervision of the Department Head or designee.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Guards against fire, theft, vandalism and unlawful entry at assigned areas and buildings; checks locks to see that they are secure; maintains order in a given area; reports situations to police that cannot be handled immediately. Checks validity of individuals' credentials; patrols buildings and grounds looking for foreign objects, missing or inoperable lights. Checks gates, doors, exhibit fences inside perimeter; patrols parking lot. Performs tasks such as cleaning floors, offices and rest rooms. May perform other duties such as checking boilers, regulating heat. Maintains buildings and office to ensure that these are kept clean and orderly.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** High school diploma or GED equivalent preferred. Possession of a valid Massachusetts driver's license with a good driving record.

**TOOLS AND EQUIPMENT USED:** Hand-held two-way radio, automobile.

**SPECIAL REQUIREMENTS:** Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C. Subject to Civil Service Examination.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, walk, use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works in outside conditions and in doors

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and

employee and is subject to change by the employer as the needs of the employer and requirements of the job change.